

SECRET EYES ONLY

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DIARY NOTES

Executive Director-Comptroller

[Signature]

9 December 1965

1. I asked Bob Bannerman to do an analysis as soon as possible of the TDY travel since 1 June 1965 of employees in grades GS-15 and above. (This is in compliance with Dick Helms' request of 8 December.)

2. Jack Earman telephoned me about the following:

a. Jack said that he and Larry Houston had decided that he should accept the summons for jury duty in Alexandria. I agreed to notify Dick Helms.

b. Jack also said that he plans to go [redacted] next Tuesday, 14 December, to see [redacted] about the procurement survey.

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4. I asked Bob Bannerman to advise the Deputies and Heads of Independent Offices that we neither encourage nor discourage Christmas parties. If components wish to have Christmas parties, they should ensure that a senior official is on duty to see that they do not get out of hand, people do not drink too much, etc. We do not wish to raise this subject at the Morning Meeting or to put any official stamp of approval on it.

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6. [] and I had a brief meeting with Dick Helms this morning, at which time it was agreed that [] would be appointed "Assistant to the Director" effective 17 December 1965. [] then initiated a somewhat rambling discussion about clarification of lines of authority, points of contact, etc. As a result, Dick requested that [] and I meet with him on Tuesday, 14 December, at 10:30 a.m., at which time he would answer and clarify any questions along these lines. I was somewhat surprised at [] comment to Dick during this same discussion that he had found me "inaccessible" and that he could not get in to see me. Following this meeting I asked [] to elaborate on this statement and asked him specifically if he had ever requested to see me and been denied permission. He said he had never been denied an appointment but that, every time he "dropped in" to see me, he was always told that I was busy. I said that this was probably true and that I was extremely surprised to learn that, if he really felt he should see me about some problem, he would not ask for an appointment or talk with me on the telephone. I encouraged him to do this in the future. (I later advised [] and [] that [] would be appointed effective 17 December and emphasized to [] that he should make it known if he has something important to see me about. He was outgoing in saying that he certainly has no complaints in this regard.)

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7. Bob Bannerman advised me that he had talked with Matt Baird on the telephone and that Matt had decided he would not accept the [] assignment if he must wear his Air Force uniform. Bob also said that Matt thinks he might retire before the end of December 1965. I suggested to Bob and also to Sherman Kent that we might hire Matt as a contract employee and let him spend most of his time working on the Educational Aid Fund.

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